

UNITED STATES COURT OF APPEALS  
FOR THE SIXTH CIRCUIT

Deborah S. Hunt  
Clerk

100 EAST FIFTH STREET, ROOM 540  
POTTER STEWART U.S. COURTHOUSE  
CINCINNATI, OHIO 45202-3988

Tel. (513) 564-7000  
[www.ca6.uscourts.gov](http://www.ca6.uscourts.gov)

Filed: May 24, 2018

Ms. Helen C. Nieuwenhuis  
Federal Public Defender's Office  
Western District of Michigan  
50 Louis Street, N.W.  
Suite 300  
Grand Rapids, MI 49503

Mr. Christopher M. O'Connor  
Office of the U.S. Attorney  
P.O. Box 208  
Grand Rapids, MI 49501

Re: Case No. 18-1592, *USA v. Tirrell Thomas*  
Originating Case No. : 1:17-cr-00176-2

Dear Counsel,

This appeal has been docketed as case number **18-1592** with the caption that is enclosed on a separate page.

Even if the defendant filed the notice of appeal, Sixth Circuit Rule 12(c)(1) requires that counsel continue representation on appeal until specifically relieved by this Court. If a convicted defendant did not qualify to proceed in forma pauperis in the district court but appears to qualify on appeal, Sixth Circuit Rule 24 requires that "trial counsel must see that the defendant completes CJA Form 23 (for an incarcerated defendant) or Fed. R. App. P. Form 4 (for a defendant not incarcerated) and files it in the district court." Counsel's failure to act in this situation may result in adverse action from this court.

Before preparing any documents to be filed, counsel are strongly encouraged to read the Sixth Circuit Rules at [www.ca6.uscourts.gov](http://www.ca6.uscourts.gov). If you have not established a PACER account and registered with this court as an ECF filer, you should do so immediately. Your password for district court filings will not work in the appellate ECF system.

At this stage of the appeal, the following forms should be downloaded from the web site and filed with the Clerk's office by **June 7, 2018**. Additionally, the transcript order must be completed by that date.

NOTE: Effective July 18, 2016, all attorneys must order transcript for appeal by using the CM/ECF docket entries. The transcript order form used prior to that date will not be accepted after July 18. For further information and instructions on ordering transcript electronically, please visit the court's website.

Appellant: Appearance of Counsel  
Application for Admission to 6th Circuit Bar (if applicable)

Appellee: Appearance of Counsel  
Application for Admission to 6th Circuit Bar (if applicable)

More specific instructions are printed on each form. If the filing fee for the appeal is due because the appellant is not indigent, it must be paid to the District Court by **June 7, 2018**. These deadlines are important -- if the initial forms are not timely filed or the filing fee is due but not paid, the appeal will be dismissed for want of prosecution.

If you have questions after reviewing the forms and the rules, please contact the Clerk's office for assistance.

Sincerely yours,

s/Anne C. Brown  
Case Manager  
Direct Dial No. 513-564-7069

Enclosure

**OFFICIAL COURT OF APPEALS CAPTION FOR 18-1592**

UNITED STATES OF AMERICA

Plaintiff - Appellee

v.

TIRRELL PERRY THOMAS

Defendant - Appellant